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25 YEAR RE-REVIEW

~~CONFIDENTIAL~~ 8 January 1952

MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. Members of the Support Staff participated in the briefing of students for the Operations Course [] The briefing was also attended by training officers of divisions sending students to Operation Courses. After the formal briefing, the training officers were further briefed concerning some of the unique problems arising from the move of the Operations Course from Washington. 25X1

25X1 b. The O.C. move [] will begin this date. The safes and allied equipment will arrive at the new location on 9 January 1953.

25X1 c. Mr. [], representing OTR, met with representatives of the Comptroller's Office to discuss administrative procedures for [] housing. Several proposals for revision of initial procedures for administration of the housing are being developed. 25X1

25X1 d. A discussion was held between Mr. [] and representatives of [] to review current status of OTR's financial contract obligation to [] 25X1

e. The revision of the [] contract is being delayed pending receipt of additional program requirements.

25X1 f. Pending final official approval of the new T/O, Classification and Wage Administrative Division has indicated approval to process eight (8) maids and six (6) mess attendants against the new [] T/O.

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[]
Administrative Officer, OTR

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